



VILLAGE OF WINDSOR VOLUNTEERING INSTRUCTIONS

General

- Please be on time. We may meet at one spot and walk or drive to the work site.
- If you have not already signed a volunteer agreement, please request one from Director of Public Works or designee.
- If you are working on your own, keep track of your hours and report them to davis@windsorwi.gov.
- You are expected to work safely and within the bounds of the project as described to you.
- Director of Public Works, or designee, is responsible for passing these instructions and the project description on to the volunteers.

Weather

If a work group event is cancelled, an attempt will be made to contact volunteers to inform them of the cancellation. In general, work groups will be cancelled for severe weather such as thunderstorms, tornados, heavy or unexpected snow and extreme heat/cold. If you are working on your own, you are expected to use best judgement for when not to work due to weather.

Dress

- Wear clothes that you do not mind getting dirty. We suggest closed, hard-soled shoes, long pants and sleeves, hats and work gloves.
- For prescribed burns, it is essential that you wear natural fibers (cotton, wool, leather, etc.). Dress includes sturdy boots (not tennis shoes or steel toed boots), gloves, hat or hard-hat, protective eyewear, bandana or face mask, long pants and sleeves.
- For seed collecting, scattering and cleaning, non-fuzzy clothes, long pants and closed shoes.
- Chain saw workers are expected to provide and use appropriate safety equipment (there is a special form for chain saw workers to sign).
- We recommend dressing in layers.
- Sun protection and insect repellent.

Toilet Facilities

Many sites do not have water or bathrooms. You may want to bring your own drinking water.

Safety Gear

You must wear safety gear when required.

Chainsaw safety gear requirements include the use of a OSHA approved hard hat, safety glasses or goggles or face-shield (part of helmet), OSHA approved sawing chaps or pants, and boots, preferably leather with OSHA approved protective toes. Please refer to OSHA Chain Saw Safety. **Note:** You must provide the Director of Public Works with proof of a training course on Chain Saw Safety.